

Vacancy Privacy Statement

What our Privacy Statement covers

The Data Controller is Futures Housing Group Ltd (FHG), which includes any subsidiaries of FHG (referred to in this policy as 'we' or 'us').

This Privacy Statement covers:

- The types of personal data we collect
- How and why we collect it
- When and why we share your personal data within FHG and with other organisations
- Your rights regarding your personal data

Other parts of FHG may need to collect personal data for other purposes, e.g. collection of customer data for the purposes of supporting tenancies. They have separate privacy statements. This Privacy Statement is concerned with the data collected during the recruitment process.

This site may contain links to external sites. We will only ask Cascade HR and Networx Ltd to process your data on our behalf. We will not ask other sites to process your data on our behalf. As such we're not responsible for the privacy practices or the content of those sites.

The types of personal data we collect

When we use the term 'personal data' in our Privacy Notice, we mean information that relates to you and allows us to identify you. This can either be directly or when combined with other information that we hold on you.

Personal data collected:	When we collect it:
Name, address, email address, phone number(s), information regarding your employment history (e.g. your CV and current employer), details of any unspent convictions, employer references. Your account login details (e.g. username and password) will be stored by Networx who manage our careers website.	When you apply for a job with us.
Name, title, address, phone/mobile number, personal email address, NI number, gender, marital status, date of birth, ethnicity, nationality, bank details, details of any past or current medical conditions, proof of your eligibility to work in the UK (such as passport, work permit, birth certificate). Your personal details are held by Cascade, our Cloud service provider, who manage and maintain this system.	When you start working for us we need to add you to our HR system and put you on the payroll.
Name, title, address, postcode, date of birth, telephone number, email address, partner's name, partner's date of birth, child(ren) name(s), child(ren) date of birth(s).	When you work for us and register with our medical provider.
Name, payroll number (if applicable), email address.	When you work for us and you complete training or development activities.
Name, address, next of kin. The nature of your declaration may also inadvertently reveal further personal information about you such as your sexual orientation, political opinion, religion, etc.	When you work for us we need to know about any relevant relationships (for example with our tenants, staff members, suppliers) and any paid or unpaid employment outside of FHG. This is to protect you as well as the company.
Personal email address, personal mobile number.	When you work for us and you need to access our self-service portal to reset your password.

How and why we use your personal data

We only use your personal identifiable information where laws that protect your privacy rights allow us to. This will be when:

- we need to use the information to comply with our legal obligations;
- we need to use the information to perform a contract with you; and/or
- it is fair to use the personal identifiable information either in our interests or someone else's interests, where there is no disadvantage to you – this can include where it is in our interests to contact you about products or services, market to you, or collaborate with others to improve our services;
- we need to seek your consent (if consent is needed) to market to you.

We may use your personal data for the following purposes:

Purposes of data use:	Specifically:	Our lawful basis for doing so:
Recruitment and employment.	To support our recruitment processes we will need certain information about you and your employment history and experience, and may need to communicate with you about this.	Perform a contract.
	To inform you about any relevant FHG vacancies.	Consent.
	To process employment contracts of successful candidates. If you secure employment with us we will need additional information to that supplied at the recruitment stage.	Perform a contract.
	To process training and development records.	Perform a contract.
	To protect you and the company we need to know about any relevant relationships (for example with our tenants, staff members, suppliers) and any paid or unpaid employment outside of FHG.	Legitimate interests.
	To enable you to register and/or access self-service resources we will need certain identifiable information about you.	Legitimate interests.

We will anonymise your data before it is used to:

- Conduct research; and/or
- Carry out analysis to measure the performance of our services.
- Your information will be stored by our software provider, Networx Ltd, and will be held on our computer systems and/or on a manual file whilst we are recruiting for the vacancy. Our employees involved in the recruitment process may copy and hold some or all of this data locally in their own systems to facilitate their administration of the recruitment exercise. Please see "How long we hold information for" for details of time limits.
- Our site, provided by Networx Ltd, has an interface to our Cascade HR Information System, which is our payroll and human resources system. If you are offered a role with FHG, the data you submit on this site will be transferred to Cascade for the purposes of establishing the human resources and payroll record.

Sharing your information

We may provide your information to service providers that handle information on our behalf. When registering on our site and/or applying for a vacancy these providers are Cascade HR and Networx Ltd. If you are successful in being offered a role we may also share your personal data with:

- our occupational health provider
- the training provider of your apprenticeship or funded training course, if applicable. The exact training provider will be named during the recruitment process
- our e-learning provider
- our online rewards portal provider.

We won't share your information with other third parties for secondary or unrelated purposes without your specific consent. The exception to this is that we reserve the right to disclose your personal information to comply with applicable laws and government or regulatory bodies' lawful requests for information.

We won't sell or share your information for marketing purposes.

We won't contact your employer or former employers for a reference unless we make an offer of employment to you, or gain your permission first.

How long we hold information for

We will hold your personal information during the recruitment process for the role you've applied for; this is until the vacancy is filled.

In the event that you are declined for a role, we will hold your personal information for up to six months post you being informed of the decision, in case we need to rely on this data to support any legal claim.

If you are initially declined, we may also use your personal data to contact you within six months if the position again becomes available and we would like to again discuss the role with you.

The data will then be retained anonymously for a period of 12 months post the vacancy being filled for reporting purposes.

If you are successful, your personal data will be transferred to Cascade HR and retained in order to process your data inline with ordinary employment requirements.

Access to information

We're dedicated to providing reasonable access to visitors who wish to review the personal information retained when they apply via our website and correct any inaccuracies it may contain. Visitors who choose to apply may access their profile, correct and update their details, or withdraw their details at any time. To do this, visitors can access their personal profile by using their secure login.

You have a right to receive a copy of all the personal data we hold about you. This is referred to as a Subject Access Request. Email dataprotection@futureshg.co.uk or write to the Data Protection Manager, Futures Housing Group, Asher House, Asher Lane Business Park, Ripley, Derbyshire, DE5 3SW.

Security

We take the security of your personal information very seriously and have appropriate physical, technical and administrative procedures in place to help protect your personal information from unauthorised access, use, alteration, destruction or disclosure as required by law in England.

We will process your data in accordance with the Data Protection Act 2018 and the General Data Protection Regulation.

We will not transfer your personal data outside of the European Economic Area.

Cookies

In order to provide this website our software provider, Networx Ltd uses cookies.

If you don't want information collected through the use of cookies, there is a simple procedure in most browsers that allows you to deny or accept the cookies feature. Please note, however, that "personalised" services may be affected if the cookies option is disabled. If you wish to disable the setting of cookies in your browser, please visit AboutCookies.org for the most up to date instructions. If you have any questions regarding our use of cookies, please direct them to our software provider, Networx Ltd support@networxrecruitment.com

What are cookies?

"Cookies" are small text files that store basic information that a web site can use to recognise repeat site visits and, as an example, recall your name if this has been previously supplied. We may use this information (and share it with third party business partners) to observe your internet in regards to our website and systems, and to compile data in order to improve the site, target advertising to you and assess general effectiveness of such advertising. Cookies do not attach to your system or damage your files.

What sort of cookies do we use?

1. Strictly necessary cookies - Essential cookies that enable you to browse the site and use its features.
2. Functionality cookies - Cookies that improve the functionality of the site by storing your preferences.

3. Performance cookies - Cookies that help to improve the site performance and provide you with a better user experience.

We may also use or allow third parties to serve cookies. For example, like many companies, we use Google Analytics to help us monitor site traffic. If we include content from other sites (like YouTube, Facebook, Twitter), you may be sent cookies from these sites. We don't control them, and you might want to check these third-party sites for more information about their cookies and how to manage them.

Changes to our Privacy Statement

If we change this Privacy Statement, we will post the revised Privacy Statement here with an updated effective date. If we make significant changes to the Privacy Statement, we may also notify you by other means such as sending an email or posting a notice on our home page. Nothing contained herein creates or is intended to create a contract or agreement between us or any organisations we may use and any user visiting the website or providing identifying information of any kind.

We use some automated screening tools as part of this application process. The answers you provide to one or more of the questions (excluding any special categories/equal opportunity questions) may result in your application being automatically declined. This technology is used to help us manage the high volume of applications we receive and can assure applicants the same outcome would occur if we manually reviewed your application. The reason for the decline will be made available to you in your candidate account.

Only if you are successfully recruited, we will upload your details to our HR system, Cascade. As a member of staff you will sign a contract of employment and agree to additional terms on how your data is handled and stored.

Our recruitment process requires that we contact the referees provided by you as part of our checks to ascertain suitability of employment. The content of the reference will not be shared without the referee's permission. Should you be successful from the application stage, you may be required to carry out a video interview. We use our third party provider, Tazio to carry this out. We only send them the minimum amount of data required to perform this action.

To view Tazio's privacy policy, click on the following link:

<https://www.tazio.co.uk/legal/privacy-statement.php>

How can I access the information you hold about me? Your rights

We are dedicated to providing reasonable access to visitors who wish to review the personal information retained when they apply via our website site and correct any inaccuracies it may contain. If you choose to register, you may access your profile, correct and update your details, or withdraw your details at any time. To do this, you can access your personal profile by using the secure login. In all cases we will treat requests to access information or change information in accordance with applicable legal requirements.

You have the following rights in relation to the way in which we deal with your personal data:

- the right of erasure or to be forgotten
- the right to rectification if information is inaccurate or out of date
- the right of data portability (to obtain and reuse your personal data)
- the right to object to Networkx and the controller and processors handling of your personal data
- the right to withdraw your consent with regards to the handling of your personal data
- you have the right to ask for a copy of the information we hold about you (Subject Access Request - S.A.R)
- You have the right to lodge a complaint with a supervisory authority - the ICO
- Within your candidate account, you can also use the Download Data feature to generate an XML file of the current data we hold on you that you have provided and/or have access to within the account.
- Where you exercise your right to object or withdraw your consent we may process your personal data without your knowledge or consent where we are permitted or required by law or regulatory requirements to do so. In such a case, we will not process more personal data than is required under the circumstances.
- If you are not satisfied by our actions, you can seek recourse through our internal complaints procedure. If you remain dissatisfied, you have the right to refer the matter to the Information Commissioner (www.ico.org.uk) or seek recourse through the courts.

This statement was updated March 2019.